



## State of Montana Job Vacancy

### Department of Transportation

#### Human Resources

2701 Prospect Avenue

PO Box 201001

Helena, MT 59620-1001



August 24, 2008

Internal/External Statewide

*An Equal Opportunity Employer*

Job Title: Transportation Planner  
Position No.: 54133215  
Division: Rail Transit and Planning  
Location: Helena  
Job Code: 193535  
Type of Position: Full Time/Permanent  
Work Comp Code: 9411  
Bargaining Unit / Code: MPEA / 0000-8  
Band: Band 5  
Annual Salary Range: \$36,339-\$45,424  
Supplement Required: Yes ☐ No ☒  
Closing Date: 10/08/08

### **Rail, Transit and Planning Overview**

MDT's mission is to serve the public by providing a transportation system and services that emphasize quality, safety, cost effectiveness, economic vitality and sensitivity to the environment.

The principal goals of the Rail, Transit and Planning Division are to develop and implement a long-range multimodal construction program that addresses Montana's most important statewide transportation needs and to support the development and safety of Montana's multimodal transportation system.

The Transit Section is responsible for administering federal and state transit programs. Through these programs, Transit Section staff provide technical and financial assistance to local agencies, governments, and companies that provide local and intercity passenger service to Montana's transit-dependant residents.

### **Description of Duties**

This position serves as a transportation planner and is responsible for developing and coordinating state and federally funded transportation planning projects in conjunction with local and regional partners. This includes responsibility for coordinating project application, funding proposals, and budget allocations; providing ongoing oversight and technical assistance on the administration and implementation of funded projects; and coordinating review, reporting, and corrective actions. The position is also responsible for coordinating and overseeing contract and budget processes and performing a variety of other duties as assigned. The position reports to the Section Supervisor and does not directly supervise others.

### **Job Requirements**

The position requires an advanced knowledge of the principles and practices of transportation planning; research and analysis practices; business administration; Generally Accepted Accounting Principles; Governmental Accounting, Auditing, and Financial Reporting requirements; and state and federal rules and regulations related to grant administration. The position also requires knowledge of SABHRS; MDT funding

structures; Federal Highway Administration (FHWA) and Federal Transit Administration (FTA) regulations; and the Automated Federal Grants Tracking System.

This position requires skills in project planning and oversight; written and verbal communication, facilitation, and negotiation; data collection and analysis, operation of standard and specialized office equipment and software (e.g., SABHRS, Federal Grants Tracking System, etc.), and conducting compliance and process reviews.

### **Education and Experience**

Bachelor's Degree in Civil Engineering, Statistics, Geography, Cartography, Planning, or a related field such as Public Administration, Computer Science, Business, Social Services, Communication, Education, Economics, Mathematics, Natural Sciences, Social Sciences, Finance, Accounting AND a minimum of 3 years work related experience.

MDT will accept alternative methods of obtaining the necessary qualifications. For example, candidates with a relevant two-year degree plus five years of experience in transportation planning, engineering, programs, or finance may also be considered. Candidates without a relevant two-year degree must have seven years of experience in transportation planning, engineering, programs, or finance. A Training assignment may be offered and will be evaluated on a case by case basis.

### **Compensation / Benefits**

Annual pay raises as granted by the legislature. State employees working at least half-time are also provided paid health, dental and life insurance. Other benefits for eligible state employees include a credit union, a deferred compensation program, public employees retirement program, 15 working days annual leave per year, 12 days sick leave per year, paid holidays and up to 15 days military leave with full pay.

### **Application Process:**

☒ The application materials required for this position are indicated with check marks.

☐ Completed MDT Application (form Online APP-0506 Rev) or the Montana State Application (PD 25).

☐ Answers to the attached supplemental questions (include your name and the position number if not applying online).

☒ Professional/Employment References listed with contact information.

☒ Resumé

☐ College or University transcripts. (Copies of transcripts accepted.)

☐ Copies of license(s) or certifications upon a conditional offer of employment by MDT.

☐ Negative Drug Screen results (testing arranged by MDT) upon a conditional offer of employment by MDT.

☐ Other:

VEBA: ☐ Yes ☐ No [\(what is VEBA\)](#)

☐ For internal applicants, this position will qualify for reimbursement under the Moving and Relocation Expense Policy (3-0151).

☒ Consideration may be given to filling the position with a training assignment.

Reference checks will be conducted and considered as part of the selection process.

### **Supplemental Questions:**

**Application Materials and Deadline:** Complete application materials must be postmarked or sent electronically by the closing date (as indicated below) to a Montana Job Service Office or:

MDT Headquarters Human Resources Bureau  
2701 Prospect Avenue - PO Box 201001  
Helena, MT 59620-1001

Closing Date: ☒ by 5:00 pm **or** ☐ Open until filled

If applying electronically, go to: <http://www.mdt.mt.gov/jobs/>.

Application materials from interested Department of Transportation employees must be submitted online or received in the Human Resources office in Helena by 5:00 pm on the closing date.

In-state and out-of-state applications are due by 5:00 pm Mountain Time on the closing date. You can apply for this position online. Alternatively, you may mail a completed State Application Form (PD-25) to the address shown above or to a local Montana Job Service Workforce Center.

Please visit the MDT website at <http://www.mdt.mt.gov/jobs/> for additional employment opportunities and information.

The above position is being posted in accordance with the bargaining unit agreement.

Nonbargaining unit employees or employees of another bargaining unit may apply. If the position is not filled with a bargaining unit applicant, the non-bargaining unit applicants may be considered. However, bargaining unit applicants will have preference.

**Late or incomplete applications will not be considered. Failure to turn in all required documents will result in disqualification from the selection process.**

**Reasonable Accommodations:** Under state and federal law, qualified applicants with disabilities are entitled to reasonable accommodations. Modifications or adjustments may be provided to assist applicants to compete in the recruitment and selection process, to perform the essential duties of the job, or to enjoy equal benefits and privileges or employment available to other employees. If you need such accommodation, contact this agency within 72 hours of needs, to allow us sufficient time to meet your request.

**Applicants claiming Veteran's or Disabled Person's Employment Preference** (see MDT Application Form) must submit verification of eligibility **prior to the closing date**. Required documents include a DD-214 (military) and/or the PHHS Certification of Disability form and the Employment Preference Form.

In accordance with the Immigration Reform and Control Act, the person selected must produce within three days of hire, documents that show authorization to work in the United States. Examples of such documentation include a birth certificate or Social Security card along with a driver's license or other picture ID, or a US passport, or a "green card". Also to comply with the Montana Compliance with Military Selective Service Act, this Agency (Montana Department of Transportation) must verify that the covered applicant has complied with the federal Military Service Act within three days of hire.